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Tender

Fulfilment Services

General Medical Council (GMC)

F02: Contract notice

Notice identifier: 2023/S 000-003319

Procurement identifier (OCID): ocds-h6vhtk-03a280

Published 2 February 2023, 4:15pm

Section I: Contracting authority

I.1) Name and addresses

General Medical Council (GMC)

3 Hardman Street

Manchester

M3 3AW

Contact

Christine Jack

Email

gmctenders@gmc-uk.org

Telephone

+44 1619236340

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.gmc-uk.org>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA19541

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

www.mytenders.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.mytenders.co.uk

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Medical Regulator

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Fulfilment Services

Reference number

GMC1645

II.1.2) Main CPV code

- 79571000 - Mailing services

II.1.3) Type of contract

Services

II.1.4) Short description

The GMC has a daily requirement to generate and despatch documents relating to the registration of doctors. This includes the generation of over 90 types of document which are generated on 3 types of paper stock, some document types having an associated set of enclosures.

The volume of documents despatched annually ranges between 150,000 and 250,000. On average, up to 800 documents are despatched per day, though there are several peaks throughout the year which also need to be accommodated. The peak requirement is to generate and despatch up to 50,000 documents in a given day. In addition to the physical generation of the documents, a proportion of the required documents should be returned to the GMC in electronic / digital format.

The GMC cannot commit to volumes indicated and continue to innovate through other existing channels. In addition, the GMC has an ongoing ad-hoc campaign mailing requirement.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79571000 - Mailing services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The GMC has a daily requirement to generate and despatch documents relating to the registration of doctors. This includes the generation of over 90 types of document which are generated on 3 types of paper stock, some document types having an associated set of enclosures.

The volume of documents despatched annually ranges between 150,000 and 250,000. On average, up to 800 documents are despatched per day, though there are several peaks throughout the year which also need to be accommodated. The peak requirement is to generate and despatch up to 50,000 documents in a given day. In addition to the physical generation of the documents, a proportion of the required documents should be returned to the GMC in electronic / digital format.

The GMC cannot commit to volumes indicated and continue to innovate through other existing channels. In addition, the GMC has an ongoing ad-hoc campaign mailing requirement.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Option to extend by 4 additional periods of 1 year.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

6 March 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

6 March 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=228639.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.mytenders.co.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:228639)

Download the ESPD document here:

[[https://www.mytenders.co.uk/ESPD/ESPD_Download.aspx?id=228639]]

VI.4) Procedures for review

VI.4.1) Review body

Public Procurement Review Service

Cabinet Office

London

Email

publicprocurementreview@cabinetoffice.gov.uk

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>